

TRAVEL

EIPH has adopted the State's travel policies, which are governed by the State Board of Examiners; see their policy #442-50 (lasted amended 1.1.16) for more information at <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

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The following are policy additions or modifications to the State Travel Policy that have been adopted by EIPH's Board of Health.

Declared Emergencies

Should there be a Federal, State or County declared emergency and should there be a need for public health involvement, this travel policy or parts of this travel policy may be modified depending on action taken by EIPH's Board of Health.

Travel Authorization

Official travel must be authorized by the employee's supervisor and Division Director. Out-of-District travel must be authorized in writing (via electronic Travel Requisition). In the event the Division Director is unavailable to authorize the travel, he/she can designate an individual to authorize the travel.

When you plan to make an out-of-district trip, prior approval must be granted by your supervisor and Division Director and an electronic Travel Requisition completed **prior** to expenses being incurred.

Travel Vouchers

All travel expenses (mileage, meals, etc.) for reimbursement should be recorded electronically on the District's [**Travel Expense Form \(Appendix F\)**](#) along with the purchase order number approving out-of-district travel. The Travel Expense Form should be submitted to the employee's supervisor for approval and processing for payment as soon as possible following the travel, but in all situations, within two months of travel completion. Failure to comply with this expectation could result in disciplinary action.

When submitting travel vouchers for mileage reimbursement, **do not** record fractions of miles. Round mileage up to the nearest mile when .5 and over, and down when less than .5. Mileage is figured from employee's home office and until return to that home office. Because of the high cost of processing a travel voucher, employees with vouchers for less than \$20 are encouraged to hold it until the following month; however, in no case should travel vouchers be held longer than two months.

Compensatory Time for Travel

Compensatory time is allowed for travel outside of normal working hours of the employee. Travel time is defined as: from the time the employee leaves their home station (office) until they arrive at their destination (hotel), and from the time an employee leaves their destination (hotel) until they arrive back at their home station.

Meals While Traveling

There is no reimbursement for meals while traveling unless an overnight stay is involved **or when the traveler is physically away from their official primary work station (location where the employee regularly performs his or her duties) by a distance of 200 miles or more.** Actual cost of each meal need not be broken down on the travel expense voucher for each full day of an authorized trip.

Meal Expense Allowed

The Board of EIPH hereby allows home station meal reimbursement to be made when attendance is required for employees as part of their job duties to promote trade or commerce. An example is an assignment made by a Division Director or EIPH Director to attend a luncheon meeting such as the Chamber of Commerce which would promote commerce between the district and other business organizations.

Meals for Off-Site Extended Clinic Operations

EIPH's Board of Health has also approved the following policy for Meals for Offsite Extended Clinic Operations. All of the following criteria must be met:

1. The clinic is offsite and preplanned with approval of the EIPH Director.
2. Location or scheduling conflicts do not lend themselves to a meal break.
3. The District's mission is furthered by specialty clinic activities that would not normally occur on a daily basis.
4. The clinic has an intended duration of 6 hours or more and interrupts a meal time.
5. There is not adequate staff available to operate a continuous clinic with direct public contact and allow staff to leave for a meal break.
6. The per-attendee cost of the meal does not exceed the allowable partial day per diem reimbursement, pursuant to Appendix B of State Travel Policy.
7. Food and drink must be provided on-site.

Meetings Dealing with Non-Employees and Employees

This policy covers reimbursement for District sponsored meeting and trainings for official District business where attendees are both District employees and non-employees. Examples include medical review boards, public health preparedness training, meetings with elected officials, or other parties with which the District meets for official business. The meeting does not need to meet the mandatory attendance, duration, and requirement for number of attendees as required per section 11 of the state's Travel Policy and Procedures manual. For meals and or refreshments, the per-person cost should not exceed the State's policy for partial day meal rates. Understanding that the number of attendees can be affected by no-shows the purchaser should strive to keep the per person expectation as reasonable as possible.

Registration Fees

Registration fees which are required for conferences require a receipt for reimbursement on your travel voucher. These should be paid ahead of time if at all possible. Your supervisor or Fiscal Office staff can instruct you on how to accomplish this.

Third-Party Reimbursement

When a third party is expected to reimburse a District employee for travel expenses, that information, along with the name and billing address of the third party must be included on the travel request. Travel expenses will be submitted to the District as usual on a travel voucher. The third-party reimbursement will then be made to the District, or endorsed in the District's favor. For instance, if the Department of Education intends to reimburse your travel expenses for attending a conference in Boise, you would complete the District travel expense voucher as you normally would. Then when the reimbursement check arrives from the Department of Education, it will be signed over to the District.

Board of Health Meeting Meals and Refreshments

Meals and/or refreshments are allowed for Board of Health meetings regardless of number of attendees or length of meeting.